



HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE
TUCSON AREA OFFICE, TUCSON ARIZONA

ANNOUNCEMENT NUMBER: TNIHS-05-07
OPENS: 12/03/2004
CLOSES: UNTIL FILLED

*A list of qualified applicants may be compiled and referred to the selecting official, 5-10-15 working days after the open date of the vacancy announcement. If a selection is not made from the first list, subsequent lists may be issued at the request of the selecting official. Those candidates who have a complete application packet on file and who are rated "eligible" will be considered for the vacancy.

TITLE/SERIES/
GRADE/SALARY

Dental Assistant, GS-681-3/4 –OR-
Dental Assistant (Expanded Function),
GS-681-05

VACANCIES: Two (2)

SALARY: GS-03 \$21,257 - \$27,635 Per Annum
GS-04 \$23,863 - \$31,020 Per Annum
GS-05 \$26,699 - \$34,714 Per Annum

ORGANIZATION/
DUTY STATION

One position will be located at the San Xavier Health Center, Division of Clinical Services
Tucson, Arizona –AND- one position will be located at the Sells Service Unit, Division of Clinical
Services, Dental Branch, Sells, Arizona. *Applicants must identify their preferred duty location.*

CONDITIONS
OF
EMPLOYMENT

APPOINTMENT
TYPE

☒ Permanent
☐ Term NTE 4 Years
☐ Temporary NTE __ Years

TOUR OF
DUTY

☒ Full-Time
☐ Part-Time

PROMOTION
POTENTIAL

☒ To grade GS-5
☐ None

GOVERNMENT
HOUSING

☐ May be available
☒ Not available

- ☒ The Tucson Area Indian Health Service is a smoke-free work environment.
☒ Male applicants born after December 31, 1959, must certify that they have registered with the
Selective Service System or are exempt from having to do so under the Selective Service Law.
☒ Incumbent of this position is required to maintain a current valid Arizona driver's license.
☒ Selectees born after 1956 must present proof of immunity to measles and rubella **or** be vaccinated
before their appointment (subject to certain exemptions).
☐ Incumbent of this position is subject to drug testing.
☐ Required to satisfactorily complete a one-year probationary period for assignment to a supervisory
or managerial position.

TRAVEL and
RELOCATION

- ☐ Travel and relocation expenses will be paid.
☒ Travel and relocation expenses will not be paid.

AREA OF
CONSIDERA-
TION

Open to all qualified persons. Applications under both competitive examining and merit promotion
procedures will be considered in filling this position. Open to Indian Preference eligibles, current
Federal employees serving under a career or career-conditional appointment, former Federal
employees with reinstatement eligibility, or persons eligible for non-competitive appointment under
Special Authorities. Veterans who are preference eligibles or who have been separated from the armed
forces under honorable conditions after 3 or more years of continuous active service may apply.

DESCRIPTION
OF DUTIES

Dental Assistant, GS-3/4: The incumbent performs chairside assistant duties in all phases of
restorative, prosthodontic, surgical, endodontic, and periodontal treatment as provided in general
dentistry. Provides clinic maintenance and recordkeeping responsibilities. Receives patients and
schedules appointments. As relayed by dentist, charts examination and treatment information in
patient's medical record. Sterilizes instruments, materials, and equipment; prepares surgical trays.
Maintains dental equipment in a clean and operative condition; properly stores and maintains adequate
levels of supplies. Operates dental x-ray equipment to take intra- and extra-oral radiographs; develops
and finishes film. Pours and trims models for impressions; constructs custom impression trays, base
plates, and bite rims. Prepares patient and operator, ensuring all instruments and materials required
for each treatment are readily available. Performs other duties as assigned.

QUALIFICATION
REQUIREMENTS

Candidates must have had experience as described below. Your description of work
experience, level of responsibility, and accomplishments will be used to determine that
you meet these requirements. **NOTE: Applicants will be required to sign Optional Form
306, Declaration for Federal Employment, certifying to the accuracy and truthfulness of the
information provided in their application.**

Experience or Education Requirements:

GS-03: 6 months of general experience –OR- successful completion of (a) a 1-year dental
assistant program or completion of a 1-year of a dental hygiene program accredited by the
American Dental Association's Commission on Accreditation that included a course in radiation
physics; radiation biology, radiation health, safety, and protection; X-ray films and radiographic
film quality, radiographic techniques, darkroom and processing techniques; and film mounting; -
OR- practical nurse training approved by the appropriate state, territory, or district of Columbia
accrediting body.

GS-04: 6 months of general and 6 months of specialized experience –OR- successful completion
of a 2-year dental assistant program or completion of a 2-year dental hygiene program accredited
by the American Dental Association's Commission on Accreditation that included at least 12
semester hours of courses such as those shown above for GS-3.

GS-5: One (1) year of specialized experience equivalent to the GS-4 level –OR- successful
completion of a full 4-year course of study in dental assistant or dental hygiene program that
includes at least 24 semester hours in courses as shown above for GS-3.

Transcripts must be submitted to verify education.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform
the work of the position, or (2) experience that provided a familiarity with the subject matter or
processes of the broad subject area of the occupation.

Specialized Experience: Experience in dental assistance to general or specialized dentistry,
dental assistant (expanded function) work, or any combination of these appropriate to the position
being filled.

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures meet the
credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully
completed an educational program that meets or exceeds the standards described in that
regulation, and is accredited by an organization recognized by the Department of Education, and
(2) be certified as radiographers in their field.

LEGAL AND
REGULATORY
REQUIREMENTS

Candidates must meet time after competitive appointment, time-in-grade, and qualification
requirements by the closing date of the announcement. If selected under the Excepted Service
Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time in grade
requirements do not apply.

<p>QUALITY OF EXPERIENCE</p> <p>KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED</p>	<p>Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service.</p> <p>Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.</p> <p><u>Dental Assistant, GS-681-3/4:</u> Element 1: Knowledge of instruments, materials, and standardized dental procedures for making preparations and providing chairside assistance.</p> <p>Element 2: Knowledge of dental anatomy and bony structure of face to take diagnostic dental radiographs.</p> <p>Element 3: Ability to communicate orally with patients, patient's family, and medical staff, etc., to provide information.</p> <p><u>Dental Assistant (Expanded Function), GS-681-5:</u> Element 1: Skill in performing intra-oral procedures.</p> <p>Element 2: Knowledge of and ability to recognize common dental disorders.</p> <p>Element 3: Ability to communicate orally with patients, patient's family, and medical staff, etc., to provide information.</p> <p>Applicants requesting consideration at all grade levels should provide a narrative response to both sets of KSAs.</p>	<ol style="list-style-type: none">5. Veterans preference – Submit evidence of eligibility, such as DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form;6. SF-50B, Notification of Personnel Action (if current or former Federal employee);7. Copy of Personnel Order (if PHS Commissioned Corps Applicant);8. Highest Federal civilian grade held (also give job series and dates held);9. High School – Name, city, state (zip code, if known), date of diploma or GED;10. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned, and indicate whether semester or quarter hours). Submit a copy of college transcript[s] or a copy of medical degree or ECFMG certificate (if the job announcement requests it);11. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable);12. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board, and date (month/year) of certification or eligibility (if applicable);13. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary, and indicate if we may contact your current supervisor;14. Job-related training courses (title and year);15. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed;16. Job-related certificates and licenses. Submit a copy of nursing/medical license or certification (if the job announcement requests it);17. Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested);18. Current performance rating, if available;19. Form BIA-4432, Verification of Indian Preference for Employment (if claiming Indian Preference); preference will not be given unless a copy of the form is attached to your application.20. Narrative statement with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor in this job announcement.21. Optional Form 306, Declaration for Federal Employment; MANDATORY for all positions; the form is available on the Internet at www.opm.gov/forms or contact our office for a copy;22. Addendum to Declaration for Federal Employment-IHS- Child Care & Indian Child Care Worker Positions (CS and CO Applications) – MANDATORY for positions that require regular contact or control over children (this is not an application for child care services).
<p>HOW TO APPLY</p>	<p>Failure to include any of the information listed below may result in a loss of consideration for this position. Additional information will not be solicited by this office.</p> <p>Applicants must submit one of the following:</p> <ol style="list-style-type: none">1 OF-612, Optional Application for Federal Employment; or2 Resume; or3 Any other written application format. <p>Submit one application or resume for each different job; PLUS all other information/documents detailed below:</p> <ol style="list-style-type: none">1. Announcement number, and title and grade(s) of the job you are applying for;2. Full name, mailing address (with zip code), and day and evening telephone numbers;3. Social Security Number;4. Country of citizenship;	<p><u>Application Instructions for Public Health Service Commissioned Corps Candidates:</u> Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities which are being used as selective and/or evaluative factors is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432, and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae does not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.</p> <p><u>Note: Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not provide all the information and forms requested in the announcement, you may lose consideration for this job.</u></p> <p>Applicants or current Federal employees claiming Indian Preference must indicate on their application if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.</p> <p>Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.</p>

**WHERE
TO
APPLY**

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

Applicants must submit their applications to the following address:

Tucson Area Indian Health Service
Attention: Human Resources Office
7900 South J Stock Road
Tucson, AZ 85746

For additional information or to request forms, contact the Human Resources Office at (520) 295-2435 or at the following email address: human-resources-tucson@mail.ihs.gov.

All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification; therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment. Once the application is received in our office, it becomes the property of DHHS. Requests for copies will not be honored.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

CTAP

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.

ICTAP

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
 3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____

(Please print)

Job Title in Announcement: Dental Assistant **Announcement Number:** TNIHS-05-07

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES _____ NO _____
[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES _____ NO _____
[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 11/30/2005